

Expedited Process Child Support Filing Codes Index

Introduction

This index applies to external filings from parties in the Expedited Child Support Process only. It is intended to provide guidance to court partners who file high volumes of documents. It is not intended to prescribe or require the filing of certain documents or to direct the order in which they are filed. Expedited Process case processing is complex due to federal reporting needs, and specific codes are necessary for tracking purposes. Use of these filing codes will help court staff quickly and accurately processing filings.

Affidavit Filing Codes

Use event code "Affidavit-Other" for documents not listed here or in the Service section.

Supporting documents may be filed attached to affidavits as a single document unless they contain confidential information under Rule 11.

Document	Filing Code	Filing Notes
Affidavit of CSO	Supporting Affidavit of Child Support Officer	
Affidavit for Genetic Testing	Affidavit-Other	Enter "for genetic testing" in Filing Description
Affidavit of Default	Affidavit of Default	Specify party in Filing Description
Affidavit of Default and Military Status	Affidavit of Default	Specify party in Filing Description
Affidavit of Identification	Affidavit of Identification	
Affidavit of Identification of Judgment Debtor	Affidavit of Identification of Judgment Debtor	
Affidavit of Paralegal	Affidavit-Other	Enter "of paralegal" in Filing Description
Amended Supporting Affidavit (of CSO)	Supporting Affidavit of Child Support Officer	Enter "Amended" in Filing Description
Financial Affidavit for Child Support	Financial Affidavit for Child Support	See form FAM102 available on courts website

Expedited Process Child Support Filing Codes Index

Service Filing Codes

Document	Filing Code	Filing Notes
Admission of Service	Admission of Service	Specify party in Filing Description
Affidavit of Service by Mail	Affidavit of Mailing	Specify which party served in Filing Description; file each affidavit as a separate document
Affidavit of Non-Service	Affidavit of No Service	
Affidavit of Service	Affidavit of Service	Specify which party served in Filing Description; file each affidavit as a separate document
Certificate of Service (from law enforcement)	Certify Personal Service	Specify which party served in Filing Description
Certify Unserved Process	Certify Unserved Process	Specify party in Filing Description

Motion Filing Codes

Use event code "Motion" for motion documents not listed below.

Do not use "Notice of Motion and Motion."

Document	Filing Code	Filing Notes
Amended Motion (any type)	Amended Motion	Specify subject in Filing Description
Combined Motion for Review and Clerical Correction	Combined Motion	Only use this code if this is a combined motion; otherwise use specific codes below
Ex Parte Motion	ExParte Motion	Specify subject in Filing Description
Motion for Clerical Correction	Motion for Clerical Correction-Child Support	
Motion for Contempt	Motion	Specify subject in Filing Description; do not use "Motion-Contempt" code
Motion for Review	Motion for Review-Magistrate Order	
Motion to Dismiss	Motion to Dismiss	
Motion to Establish	Motion to Establish	
Motion for Modification	Motion for Modification of Child Support	
Motion for Genetic Testing	Motion	Specify subject in Filing Description
Motion to Reinstate DL	Motion	Specify subject in Filing Description
Motion to Reinstate Recreational License	Motion	Specify subject in Filing Description

Expedited Process Child Support Filing Codes Index

Document	Filing Code	Filing Notes
Notice of Motion and Motion	Motion	Specify subject in Filing Description
Notice of Motion and Counter Motion	Counter Motion	Specify subject in Filing Description

Notice Filing Codes

Use event code "Notice by Attorney or Party" for notice documents not listed below.

Document	Filing Code	Filing Notes
Notice for Implementation of Cost of Living Adjustment	Notice for Implementation of Cost of Living Adjustment	
Notice of Cancelled Hearing	Notice by Attorney or Party	
Notice of Hearing	Notice of Hearing by Party	
Notice of Hearing for Enforcement	Notice of Hearing for Enforcement	
Notice of Imposition of Motor Vehicle Lien	Notice of Hearing for Enforcement	Specify subject in Filing Description
Notice of Intent to Suspend Driver's License	Notice of Hearing for Enforcement	Specify subject in Filing Description
Notice of Intent to Suspend Occupational License	Notice of Hearing for Enforcement	Specify subject in Filing Description
Notice of Intention to Enter and Docket Judgment	Notice of Intention to Proceed to Judgment	
Notice of Intervention	Notice of Intervention as a Matter of Right	
Notice of Judgment Renewal	Notice of Judgment Renewal	
Notice of Paternity Hearing	Notice of Hearing by Party	
Notice of Rescheduled Hearing	Notice of Hearing by Party	
Notice of Voluntary Dismissal	Dismissal of Petition	
Notice to Obligor	Notice to Child Support Obligor	
Notice to Obligor of Medical Support Enforcement	Notice to Obligor of Medical Support Enforcement	
Notice to Withdraw Motion	Withdraw or Cancel Child Support Issue	
Notice to Withdraw Response	Notice by Attorney or Party	
Notice to Withdraw Summons and Complaint	Withdraw or Cancel Child Support Issue	

Expedited Process Child Support Filing Codes Index

Pleading Filing Codes

Document	Filing Code	Filing Notes
Amended Complaint	Amended Complaint	
Amended Summons	Amended Summons	
Answer	Answer	
Complaint	Complaint-Family	Do not use "Summons and Complaint"
Summons	Summons	Do not use "Summons and Complaint"
Uniform Support Petition	Petition-Other	
Notice or Pleading of Intervention (by county or agency)	Notice of Intervention as a Matter of Right	

Proposed Order Filing Codes

Proposed orders not listed that establish or modify child support: Proposed Child Support Order

All other proposed orders not listed: Proposed Order or Document; specify subject in Filing Description

Document	Filing Code	Filing Notes
Proposed Judgment of Paternity	Proposed Order or Document	Specify subject in Filing Description
Proposed Order for Child Support	Proposed Child Support Order	
Proposed Order for Continuance	Proposed Order or Document	Specify subject in Filing Description
Agreement/Stipulation and Proposed Order (if filed <i>before</i> or without motion/pleadings)	Agreement	Do not use Stipulation and Proposed Order event
Agreement/Stipulation and Proposed Order (if filed <i>after</i> motion/pleadings)	Stipulation	Do not use Stipulation and Proposed Order event

Confidential Information Filing Codes

Document	Filing Code	Filing Notes
Confidential Information Form 11.1	Confidential Information Form 11.1 personal information	
Confidential Financial Source Documents Form 11.2	Confidential Financial Source Documents Form 11.2	
Confidential Financial Documents (includes pay stubs and tax returns)	Confidential Information Form 11.2 Attachments	Only confidential financial source documents should be filed using this code. Refer to Rule 11.03 for more information.

Expedited Process Child Support Filing Codes Index

Other Supporting Document Filing Codes

Use these codes if filing these documents separately. It is not necessary to file these as separate documents if it is your current practice to file them as attachments to an affidavit or as a packet unless they contain confidential information under Rule 11.

Document	Filing Code	Filing Notes
Case Information Sheet (F505500003)	DHS Case Summary-Child Support	
Case Financial Summary (PRISM)	DHS Case Summary-Child Support	
Hearing Fact Sheet	DHS Case Summary-Child Support	
Notice of Department of Employment and Economic Information	Notice of Department of Employment and Economic	File notice and DEED Wage Summary/UI Summary as a single packet
Employment Verification Response	Verification or Acknowledgement	
Financial Statement (FMIN0001)	Other Document	
Child Support Guidelines Worksheets and Supplements	Other Document	

Miscellaneous Filing Codes

Document	Filing Code	Filing Notes
Application for Guardian ad Litem	Proposed Order or Document	
Certificate of Adjudication	Proposed Order or Document	Enter "Certificate of Adjudication" in Filing Description
Certificate of Representation	Certificate of Representation	
Certified copy of out-of-state order	Certified Copy of Foreign Decree	
Continuance Request	Request for Continuance	
Memorandum of Law	Memorandum	
Genetic Test Results	Genetic Testing Report	
Items that parties are requested to submit to the court after a hearing	Child Support Magistrate Post-Hearing Submissions	
Power of Attorney	Affidavit-Other	
Registration Statement	Registration Statement	
Request for Hearing	Request for Hearing	
Request for Transcript	Request for Transcript	
Satisfaction of Judgment	Satisfaction of Judgment	
Satisfaction of Judgment (Partial)	Satisfaction of Judgment - Partial	
Stipulation	Stipulation	
Stipulation and Proposed Order	Stipulation	
Waiver of Personal Service	Waiver of Personal Service	Specify party in Filing Description